

*CMS Old Copy*

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR APRIL 1963

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*Report*

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

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I. Vital Records

1. Approved a revision in Vital Records Deposit Schedule for Plans and Training Staff, TSD/DDP.
2. Presented Vital Records Workshop at the GSA Records Management Seminar.
3. Discussed the need for a revised Vital Records Deposit Schedule with Records Officer, Office of Security and pointed out need for selecting additional Vital Records for deposit.
4. Approved Vital Records Deposit Schedule for SAS/DDP.
5. Approved Vital Records Deposit Schedule for O/P.
6. Disapproved Vital Records Deposit Schedule for three organizational elements of CI Staff and returned proposed schedules for revision.

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II. Records Control Schedules

1. Approved an amendment to the OCR Records Control Schedule.
1. Approved revision in Records Control Schedule for two branches in TSD/DDP.
2. Approved revision of one item in OCI Records Control Schedule.

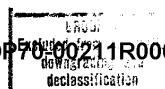
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3. Approved Addition of two items to Logistics Records Control Schedule.

III. Forms Management

1. Completed six new forms for the Special Register, OCR; these are "TS" codeword type.

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III. Forms Management (cont.)

1. Survey of the classification of all agency forms (1972) by component to determine those pre-classified in blank and those classified when filled in by category of classification. The purpose of this survey is to see if the classification of some forms can be lowered to permit easier, quicker, and cheaper transmission of communications over-seas.

2. Completed 22 new and 21 revised forms and eliminated 2 existing forms.

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3. Discussed with  the need for DDP to generally improve its over-all forms management program; particularly with respect to poor instructions and the arbitrary changes in stocks which result in unnecessary high printing costs.

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IV. Survey of Organization, Functions and Procedures of Signal Center Archives Branch, COMMO.

1. The Chief Signal Center has formally acknowledged receipt of the Survey Report and stated that our recommendations will be implemented. In addition,  received a fine commendation from the Chief Signal Center for his work.

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V. Survey of Organization, Functions and Procedures of WH Registry/DDP.

1. Completed survey proposing seven changes affecting work distribution, personnel assignments and procedures. One change in procedure will reduce overtime 85% and result in monetary savings of approximately \$7,350 annually.

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VI. Staff Study of the Operating Procedures of the DDP Registry

1. Submitted Report proposing procedural changes to eliminate duplicate mail controls; to expedite delivery of important sensitive documents to action desk; substitution of a six

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VI. Staff Study of the  
Operating Procedures  
of the DDP Registry  
(cont.)

part Top Secret Control form for a one part  
card form--thus eliminating approximately  
two hours of typing per day.

VII. Requisitions for  
Special File Equipment  
and Supplies

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1. Approved NPIC requirements for six special  
file cabinets and other special items.
2. Approved OCR requirement for Saf-T-Stak  
punched card equipment.
3. Approved DDP requirement for 20 special  
horizontal files.
4. Approved procurement of special visible file  
equipment for DDP, SOD.
5. Approved DDP requirement for Wheeldex card  
equipment.
6. Approved request from EE/DDP for Wheeldex  
card equipment, providing none in surplus  
stock.
7. FBID requirement for map cabinets supplied  
from surplus stock with a saving of \$402.

VIII. Operation of Records  
Center and Vita Records  
Repository

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1. Received 1,098 cu. ft. and eliminated by trans-  
fer or destruction 562 cu. ft.
2. Furnished 11,306 references on records stored  
at the center.
3.  were given a  
conducted tour of the Security Records Division.

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VIII. Operation of Records  
Center and Vital Records  
Repository (cont)

IX. Correspondence Management

X. Survey of Procedures,  
Policies and Staffing  
Requirements of the  
Executive Registry

XI. Miscellaneous

4. There were 20 visitors to the Center, including 13 from FE/DDP who reviewed their Vital Records holdings.

1. Project to revise the Agency Correspondence Handbook suspended temporarily due to requirements with higher priority.

1. Began survey on 29 April at the request of the Office of the Executive Director.

1. [ ] represented this Staff at a GSA roundtable on Forms Management. The purpose of these roundtables is to develop quantitative and qualitative standards for evaluating the government-wide forms program.

2. I arranged through GSA for the acquisition of eleven motorized pieces of filing equipment from TIME magazine in Chicago at no cost to the Agency except for transportation. The net savings to the Agency on this equipment is over \$30,000. It will be used by OCR, NPIC, and Office of Security to house punched cards.

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[ ]  
Chief, Records Management Staff

Date \_\_\_\_\_

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1	<div></div>				
2	Executive Assistant, DD/S 7D-24 Headquarters				
3					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Bob:</p> <p>Here is our April report. Let me</p> <p>know if you have any questions.</p> <p><i>cc: Copy circulated to RMS on 5/10/63</i></p>					
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